

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). City Treasurer (1097)

451 South State Street  
Room 225  
Salt Lake City, UT 84111  
801-535-7946

## Records Officer

00229	Index
17777	Telephone billings

**AGENCY:** Salt Lake City (Utah). City Treasurer

**SERIES:** 229

3

**TITLE:** Index

**DATES:** undated

**ARRANGEMENT:** Alphabetical by subject or name.

**DESCRIPTION:**

Ledger index maintained by the city treasurer. It is labeled Index and scrawled on the front is the notation Ledger D. It contains a list of subjects and page numbers. It is not known what it indexed, and ledgers have limited retentions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 20.

**AUTHORIZED:** 11/03/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative

This volume has no value and should be destroyed immediately.

**AGENCY:** Salt Lake City (Utah). City Treasurer

**SERIES:** 229

**TITLE:** Index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). City Treasurer

**SERIES:** 17777

3

**TITLE:** Telephone billings

**DATES:** undated

**ARRANGEMENT:** Chronological by date of billing

**DESCRIPTION:**

These are the actual bills for personal telephone service and long distance toll charges.

**RETENTION:**

Retain for 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 3.

**AUTHORIZED:** 06/27/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). City Treasurer

**SERIES:** 17777

**TITLE:** Telephone billings

(continued)

**SECONDARY CLASSIFICATION(S):**

Private.

UCA 63G-2-302(2)(d) Calls personal in nature which have been reimbursed back to the City.